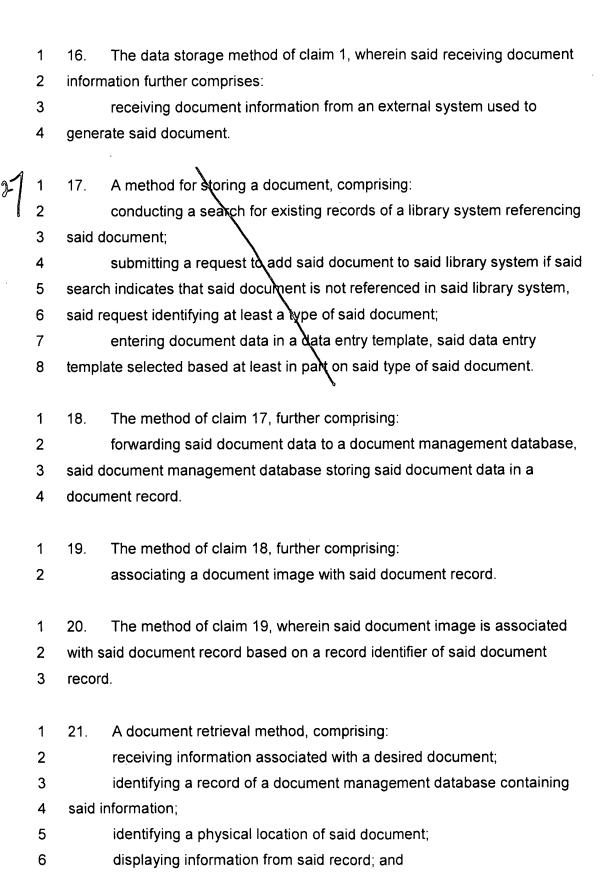
ey Docket No.: G08.004 Express Mail Label No.: ET029934429US

## WHAT IS CLAIMED IS:

- 1 1. A data storage method, comprising:
- 2 receiving document information associated with a document to be
- 3 stored;
- 4 generating a pending record containing said document information;
- 5 verifying said document information; and
- 6 generating an active record if said verifying is successful.
- 1 2. The data storage method of claim 1, further comprising:
- 2 receiving information identifying a classification of said document; and
- 3 selecting a template based on said classification.
- 1 3. The data storage method of claim 2, wherein said received document
- 2 information is defined by said template.
- 1 4. The data storage method of claim 2, wherein said template is selected
- 2 from among a library of available templates.
- 1 5. The data storage method of claim 2, wherein said classification is a
- 2 document collection classification.
- 1 6. The data storage method of claim 1, further comprising:
- 2 determining if said document has previously been stored.
- 1 7. The data storage method of claim 2, wherein said template defines a
- 2 plurality of data elements required to identify a document according to said
- 3 classification.
- 1 8. The data storage method of claim 7, further comprising:

2	receiving document data corresponding to each of said plurality of data
3	elements prior to generating said pending record.

- 1 9. The data storage method of claim 1, further comprising:
  - 2 associating said pending record with an image of said document.
  - 1 10. The data storage method of claim 9, wherein said associating includes
  - 2 referencing a document record identifier in both said pending record and said
  - 3 image.
  - 1 11. The data storage method of claim 1, further comprising:2 associating said active record with an image of said document.
  - 1 12. The data storage method of claim 1, wherein said document
  - 2 information includes at least one of: a collection name; a file name; category
  - 3 information; location information; owner information; creator information; cross
  - 4 reference information; status information; history information; geographical
  - 5 information; and archive information.
  - 1 13. The data storage method of claim 1, further comprising:
  - storing said pending record in a document management database; and
  - 3 storing an indicator with said pending record indicating that it has not
  - 4 yet been approved.
  - 1 14. The data storage method of claim 13, further comprising:
  - 2 modifying said indicator upon approval of said pending record, thereby
  - 3 converting said pending record into said active record.
  - 1 15. The data storage method of claim 13, wherein access to said pending
  - 2 records in said document management database is limited to authorized
  - 3 reviewers operating client devices.



7 identifying a location of an image of said document.

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